



Lewis County Employment Opportunity

Department: BOCC | Position: Office Assistant Senior

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 15: - \$2,901-3,904/mo.

Posting Opens: 06/01/2016

Posting Closes: 06/09/2016 at 4:00 P.M.

DEPARTMENT / OFFICE

Board of County Commissioners
351 NW North St.
Chehalis, WA 98532

POSITION SUMMARY

Under close supervision, performs a variety of routine and skilled general office functions; provides clerical support to departmental personnel; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources
351 NW North St., #023
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of required certifications**

All application materials must be received by the BOCC prior to posting closing date/time. Applications may be faxed to 360-740-1494 or emailed to daleyn.coleman@lewiscountywa.gov providing a signed hard copy follows within 5 business days.

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D; AND two (2) year's clerical experience
- ▶ Valid Driver's License
- ▶ Notary Public License
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.